Summary of ePerformance Performance Document Status Progression

Status Progression	Who Changes To This Status	What It Means	Manager Access	Employee Access
In Progress	Manager	Performance document available for manager to write employee performance assessment.	Yes	No
Available for Review	Manager	Manager has completed writing the evaluation and the employee can view it. Employee can enter comments/rebuttal, but **cannot** acknowledge at this status. This is a good time for the Manager to schedule the performance review meeting with the employee.	Yes	Yes
Review Held	Manager	Manager indicates that performance review meeting has been conducted with employee. Employee can now Acknowledge that review meeting was held **and** can enter their comments / rebuttal.	Yes	Yes
Acknowledged	Employee[1]	Employee has confirmed that performance review meeting was held and entered their comments/rebuttal to the evaluation.	Yes	Yes[2]
Completed	Manager	Performance evaluation is completed and has been moved from Current Documents to Historical Documents. All performance documents should be in Completed status by year end.	Yes[3]	View Only

[1] Manager can override if employee is unable to acknowledge (e.g. on leave) or refuses to acknowledge

[2] After employee acknowledges, their access will revert to View Only

[3] After manager completes, their access will revert to View Only

Manager can Reopen the performance document any time prior to completion. Doing so resets the status to In Progress and the Status Progression must be followed again.